



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

July 27, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-02

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: UPS Employee Address Conversion to ISIS HR

Prior to printing payroll checks each payday, OSUP uses a software program called Finalist to convert employee mailing addresses in UPS to the approved United States Postal Service (USPS) standardized address. The mailing address in UPS is not changed, but the converted USPS standardized address is printed on checks/earning statements. Because this software will not be used in the ISIS HR system, agencies will need to review employee mailing and home addresses in UPS to determine if the addresses are entered according to USPS standards.

A biweekly report, **UPS Addresses Converted to Postal Standards (BL1719)**, has been created to identify mailing addresses in UPS that are different from the Finalist converted addresses. A hard copy of the report was distributed to agencies for the July 28, 2000 payday **only**. Each subsequent payday, agencies will need to access the report in BUNDL. Agencies will be responsible for reviewing the report each payday and making necessary corrections in UPS. Only those mailing addresses that are different from the Finalist converted address will appear on the report. If a UPS mailing address is converted incorrectly, agencies can obtain all USPS standardized addresses from the USPS website at the following web address: [http://www.usps.gov/ncsc/lookups/lookup\\_zip+4.html](http://www.usps.gov/ncsc/lookups/lookup_zip+4.html). If an employee's mailing address is the same as their home address, **both** addresses should be updated in UPS on the Employee Basic Data screen (BL14M211) to the USPS standardized address.

**Note: Some addresses appear on the report because the city is not abbreviated in UPS (e.g. Denham Springs can be Denham Spgs, Greenwell Springs can be Greenwel Spgs, French Settlement can be Fr Settlement). These addresses do not have to be changed to the abbreviated format in UPS.**

ISIS HR will convert the home addresses and mailing addresses from UPS on September 9, 2000, so **all corrections necessary should be made in UPS by September 8, 2000**. After September 8, any new employees' addresses should be entered in ISIS HR with the USPS standardized address. If you have any questions, please contact a member of the User Services Unit at (225):

Karen Antoine  
Paula Rotolo

342-5354  
342-5357

Debbie Causey 342-5377

RSM:PAR/kmb